

**INSTRUCTIONS TO COMPLETE YOUR ONLINE 2015-2017 CHIROPRACTIC  
BIENNIAL RENEWAL APPLICATION AND AUDIT**

**DEADLINE:**

**ALL CHIROPRACTIC RENEWAL APPLICANTS MUST COMPLETE THEIR ONLINE RENEWAL BEFORE MIDNIGHT SEPTEMBER 1, 2015. AFTER MIDNIGHT ON SEPTEMBER 1, 2015; A \$500.00 LATE FEE WILL BE AUTOMATICALLY ASSESSED BY THE SYSTEM.**

**NOTE: YOU CANNOT PRACTICE CHIROPRACTIC WITHOUT A RENEWED LICENSE TO CONSPICUOUSLY DISPLAY TO THE CONSUMER PUBLIC.**

**MODE:**

All LICENSE RENEWALS; WANTING TO GO FROM ACTIVE TO INACTIVE; OR CONTINUED INACTIVE STATUSES WILL BE ACCESSIBLE THROUGH THE 2015-2017 BIENNIAL ONLINE RENEWAL SYSTEM. Exceptions: Licensees wanting to reactivate an inactive status or reinstate from a non-renewed license status will need to contact the Board. If you do not know your status or license number; you may access the "verification" link on the website's homepage.

**RENEWAL FEES:**

**ACTIVE:**

**\$736** (includes \$36.00 mandatory MHCC fee)

**TO GO INACTIVE:**

**\$150.00** (Not practicing or Not Practicing in MD or put on Hold)

**LATE FEE:**

**\$500.00** (mandatory September 2, 2015 – the system will automatically assess the late fee)

**ACCESS:**

To access the online renewal system, go to [www.dhmf.maryland.gov/chiropractic](http://www.dhmf.maryland.gov/chiropractic) and double click on the renewal login link(s) on the homepage. **Your user ID is your license number which will start with a number "0" for general chiropractors or "S0" for Supervising Chiropractors. If you do not know your license number, you can confirm it by looking at your displayed license or by accessing the verification link in the "online services" box located on the right side of the homepage of the Board's website. Your password is the last 4 digits of your SSN. When you are required to enter a numerical zero ("0") do not enter the letter "O" or the system will not process.** Follow the prompts as directed; **do not** leave out information or the system will not process.

**Note: Doctors of Chiropractic must complete their own online renewal application for licensure.**

**PAYMENT & RECEIPTS:**

The system accepts only credit/debit for Visa or MasterCard. No cash, checks or money orders are accepted. If you do not have a bank issued MasterCard or Visa, you may obtain a disposable MasterCard or Visa from local retailers such as: Giant, Wal-Mart, Target, CVS, Walgreens, etc., to which you can place a designated monetary amount on the card to cover your license fee(s). After successful completion of your renewal application session, you should download the receipt and a copy of your online application to verify your successful completion for your records and if applicable ensure you have complied with your Audit.

**CEU AUDITS (Courses taken within the biennial window of 9/2/2013 through 9/1/2015):**

When you logon into the online renewal system and complete your application pages; you will be notified if you have been randomly selected for a CEU audit. **If you are "Audited", you can either:**

- (1) Email a scanned PDF of your CEU certificate(s) AND CPR certification in one packet to: [dhmf.bcmte@maryland.gov](mailto:dhmf.bcmte@maryland.gov) ; OR**
- (2) Fax your CEU certificates AND CPR certification to: (410) 358-1879 retaining transmittal for your records to the attn.: Ms. Congo, Deputy Director; OR**
- (3) MAIL legible hard copies (retain your originals) of CEU certificates and CPR certificate to the Board for approval before your license can be issued. IF Mailing, address to: MD Board of Chiropractic & Massage Therapy Examiners, Suite 301, 4201 Patterson Ave., Baltimore, MD 21215-2299, Attn: Adrienne Congo, Deputy Director**

**TAX DELINQUENCY AUDITS:**

If you have been flagged by the MD State Office of Comptroller for state tax or child support delinquencies, you will be notified by the Board and will **not** be allowed to complete renewal unless/until you satisfy the delinquency with the Comptroller. **The Board has no authority to make any exceptions. All steps to satisfy the delinquency must be done directly and exclusively with the Comptroller. You may not practice without a license and will not have one issued unless/until the Office of Comptroller clears**

you from its delinquent list and provides the Board with verification. The phone number to contact the MD Office of Comptroller is 410-974-2432. You may not practice without a license and cannot have one issued unless/until the Office of Comptroller clears you from its tax delinquency list!

## **2015 ONLINE RENEWAL STEP-BY-STEP PROCEDURES:**

- **Payment:** Payment for online renewals may only be made using MasterCard or Visa (Debit or Credit MasterCard or Visa are accepted). No checks or money orders are allowed (details pg. 2).
- **Remember, there is a \$500.00 late fee automatically assessed by the system for licensees attempting to renew or go inactive online after the September 1, 2015 deadline has passed.**
- **Part 1 – General application information** – Complete all applicable sections and follow all prompts exactly as directed. If you fail to complete sections or parts, the system will **NOT** let you proceed to the next page.
- **Part 2 – Disciplinary Questions** – You must complete ALL disciplinary questions. Provide a detailed explanation for each question that you mark as “yes.” Some explanations may require legal documentation that must be either **Email scanned PDF ([dhmh.bcmte@maryland.gov](mailto:dhmh.bcmte@maryland.gov))** or **Mailed** to the Board. Your license will not be printed or issued until such information is received and approved by the Board.
- **Part 3 – Continuing Education Requirements** – You must complete this section and verify that you have completed a total of 48 Board pre-approved CEUs from Sept 2, 2013 to September 2, 2015. Of the 48 CEUs, 3 hrs. must be in communicable–disease & sanitary procedures; 1 hr. in diversity education, 3 hrs. in risk management; and 1 hr. in jurisprudence. The section will prompt you to list the name, dates and categories of CEUs. You **MUST** access the (“click to insert”) below the sample chart. If you have over the minimal requirement in any of the specific aforementioned categories; you may enter the balance under the general chiropractic category.
- **CEU Audits** –If you are audited, you will be notified by the online renewal application system and must either email a scanned PDF CEU packet; fax or mail to directly to the Board (**SEE PAGE 2**) along with a scan/copy of a current provider level CPR certification.
- **Part 4 – Application Affirmation** – After all sections/parts have been fully completed and validated, the “*Submit Application and Pay Fee*” button will be activated. Click on this button to affirm your application select Visa or MasterCard. **Please review all information on ALL pages as you will not be able to change information once you affirm and payment is made.** At this point, you should print out a copy of your application and receipt for your records and complete the online evaluation tool for the system.
- Chiropractors seeking reinstatement from non-renewed or reactivation from inactive status: Remember, if you are in a non-renewed or inactive status, you cannot reinstate or reactive your license on the online renewal system. You must call the Executive Director at 410-764-5985 or contact the Deputy Director at [dhmh.bcmte@maryland.gov](mailto:dhmh.bcmte@maryland.gov) or [adrienne.congo@maryland.gov](mailto:adrienne.congo@maryland.gov) for direction and guidance.
- General questions on the renewal program, CEUs, Board approvals and reinstatements may be addressed to Executive Director at 410-764-5985. Questions on audits and technical problems accessing or completing the online renewal system or functional difficulties during the renewal process must be addressed to Adrienne Congo, Deputy Director at [dhmh.bcmte@maryland.gov](mailto:dhmh.bcmte@maryland.gov) or [adrienne.congo@maryland.gov](mailto:adrienne.congo@maryland.gov) .
- **REMINDER TIMELINES: ONLINE RENEWALS – JULY 15<sup>TH</sup> THROUGH SEPTEMBER 1, 2015;**  
**LATE RENEWALS – SEPTEMBER 2<sup>ND</sup> THROUGH SEPTEMBER 30<sup>TH</sup>**  
**CHIROPRACTOR’S RENEWAL CLOSES – OCTOBER 1, 2015**